



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
FORT KNOX, KENTUCKY 40121-2726

Office of the Commanding General

Dear Future Recruiter:

Welcome to the United States Army Recruiting Command (USAREC). You have been chosen to join some of the finest noncommissioned officers in the Army. They are professionals, dedicated to manning tomorrow's Army. Your selection to join the USAREC team indicates that you have shown the potential to answer this challenge. Effective time management, salesmanship and motivation are keys to the success of an Army Recruiter. You will be given information and much instruction in these critical skills at the Army Recruiter Course. With these tools, you will be armed for success in what may be the most rewarding and challenging assignment in the Army.

This welcome packet contains memorandums and forms that require your immediate attention, including financial information. There are also letters of instruction from the Personnel and Resource Management Directorates which contain important information. You will be scheduled for the Army Recruiter Course (ARC) and notified of the class dates by your personnel office. Your report date to the school will be one day prior to the start of the course.

If you are married, it is important to visit the Army Community Service (ACS), American Red Cross, and the patient administration division of your local military medical treatment facility to obtain information on services available to you. Since you may be residing in a civilian community remote from normal installation services, these agencies will be very important to you.

If you are a volunteer recruiter who has submitted an application for recruiting duty to USAREC, and have any questions regarding your assignment, please contact the Recruit the Recruiter Team at DSN 536-0215 or commercial (502) 626-0215. You may also wish to visit the Recruit the Recruiter web page at <http://www.goarmy.com>.

Again, congratulations on your assignment to USAREC. I am pleased to welcome a soldier of your caliber to this command. The staff and command stand ready to assist you in your transition to recruiting duty and to help make your PCS as smooth as possible.

Sincerely,

/S/

Roger L. Leturno
Command Sergeant Major



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RCPER-PM-S

MEMORANDUM FOR ARC STUDENTS

SUBJECT: The Army Recruiter Course (ARC)

- 1. On behalf of the U.S. Army Recruiting Command (USAREC), congratulations on your selection to attend the Army Recruiter Course (ARC). This memorandum outlines important information pertaining to the recruiter school.**
- 2. Each of you met stringent criteria to be selected for this course. Before you graduate, you must also meet the following criteria:**
 - a. Driver's license: Every Army recruiter must possess a valid state driver's license prior to the start of the ARC. You should also make every effort to receive a DA Form 348 (Military Driver's License) and attend an accident avoidance course IAW AR 385-55. You must have an accident avoidance card as proof of this training. Bring documentation of the course to the ARC.**
 - b. Weight control and physical training: You must meet the height and weight standards of AR 600-9, The Army Weight Control Program. If you do not meet the standards, you will be returned to your unit. Overseas returnees will be reported directly to HQDA for reassignment. Daily physical training is conducted during your attendance at the ARC.**
 - c. Time Remaining in Service: In accordance with PERSCOM's notification message, soldiers must have at least 36 months time in service remaining upon signing in to your recruiting battalion after completing the course. Your tour in USAREC will stabilize you for 3 years. Consult your unit retention NCO for more information concerning appropriate action for the Time-In-Service requirement. This must be accomplished prior to the ARC.**
 - d. Commander's Evaluation and Assessment: You must complete a commander's evaluation and assessment (DA Forms 5425-R, 5426-R and 5427-R, which are enclosed) prior to the ARC. You must be personally interviewed by a Lieutenant Colonel. Mail the completed forms to the Cdr, PERSCOM, ATTN: TAPC-EPM-A, 2461 Eisenhower Ave., Alexandria, VA 22331, or fax to DSN 221-2743 as soon as possible. Your Personnel Service Battalion can assist you in sending the forms to PERSCOM.**

3. Unit Relationships: It is critical that you understand your status while attending the Army Recruiter Course. The ARC is a TRADOC school. USAREC pays the cost of your TDY, regardless of where you are coming from.

a. **Parent Unit:** If you are currently assigned to CONUS, you are in a TDY and return status from your parent unit until you complete the ARC. If you do not graduate for any reason, you will return to your current unit. Overseas returnees, if released from the ARC, are reported directly to HQDA for reassignment.

b. **TRADOC/Soldier Support Institute:** You will be attached to Company B, Training Support Battalion, ARC class number (your class #), Fort Jackson, SC 29207-7030, for administrative control. This is also your TDY mailing address.

4. Important Miscellaneous Information: Your family cannot accompany you to this TDY station. Lodging arrangements for students are predetermined and coordinated with the billeting office at Fort Jackson. In most cases, you will be billeted two to a room throughout the course. If your spouse accompanies you, a statement of nonavailability is not authorized. The cost of any alternate lodging will be at your own expense.

5. Graduation: Upon graduation, you will be awarded a Special Qualification Identifier (SQI 4). Former recruiters will be reclassified to Military Occupational Specialty 79R. You will also receive a request for orders from the Soldier Support Institute, it is to be hand-carried back to your losing installation for the preparation of PCS orders (not applicable to soldiers traveling from OCONUS).

6. Assignments:

a. All soldiers returning from overseas are required to contact HQ, USAREC Strength Management Branch, DSN 536-0244/0255 or commercial (502) 626-0244/0255 to coordinate a Battalion pinpoint assignment. Accompanied overseas personnel will first sign in to their recruiting battalion and then attend the ARC. Unaccompanied personnel will report directly to Fort Jackson, SC, and attend the ARC in a TDY enroute status.

b. Soldiers enrolled in the Exceptional Family Member Program (EFMP) should contact HQ USAREC Strength Management Branch, DSN 536-0229/0244/0255. The EFMP worksheet and supporting documentation should be faxed to HQ USAREC, DSN 536-0920 or Commercial (502) 626-0920. Be as specific as possible when completing the worksheet to enable USAREC assignment managers to make an appropriate battalion assignment.

c. All students will complete the USAREC Form 1482 (Recruiter Assignment Worksheet) during the first day of the course. HQ USAREC will determine the Battalion level assignment for CONUS based soldiers. It

is vital that all soldiers think about their assignment preferences before attending the ARC, as there is little time to make these decisions once there. A map of USAREC is available to enable you to consider assignment preferences before attending the ARC.

d. All students will be briefed by the USAREC Personnel Liaison. The liaison will also interview individual soldiers with issues that may adversely affect you as an Army recruiter. Individuals with personal or medical problems that may effect their USAREC assignments must provide supporting documentation. If the problem is severe, you should take appropriate action to apply for deferral or compassionate reassignment IAW AR 614-200, prior to attending the ARC.

7. Supplemental Uniforms/Allowance:

a. The uniform for the first day of class is class B's, BDU's will be worn the remaining of the 1st week. Starting week two Class B's will be worn the remaining of your time in the ARC. You are required to own an Army Blue uniform upon completing the course. You will be issued the following upon completion of the course:

(1) Male recruiters: two SS and two LS shirts, AG 415; one black necktie and 1 pair of pants.

(2) Female recruiters: two SS and two LS shirts, AG 415; one skirt.

b. You will receive \$329 via electronic funds transfer around the 5th week of the course as a supplemental allowance to purchase the Army Blue uniform. You are not required to purchase the Army blue uniform if you already own a set. You need not bring it to the ARC, but you will be required to sign a statement that you own a complete, serviceable uniform.

c. While at the ARC, you will also receive a "gorilla bag" and several regulations. This bag is 9 x 13 x 19 inches in size. Plan appropriately to ensure that you have room for this bag when traveling back to your home station after graduation.

8. The following is a checklist of the items that must be in your possession upon arrival and at graduation from the ARC:

a. 1 set of Class A and B uniforms.

b. BDUs (minimum 2 sets), field jacket or gortex, gloves, and leather boots. Hot weather boots may be worn only in class, not in any post ceremonies or installation requirements.

c. Army PT uniform (2 PT shorts, 2 PT shirts, 1 complete Army sweatsuit, running shoes, 3 pairs of calf-length white socks (no stripes or logos), black PT watch cap).

d. Current copy of DA Form 2A and 2-1 or ERB (w/in 12 months), and latest copy of LES.

e. Military ID card, civilian driver's license and DA Form 348.

f. Vehicle registration and proof of insurance (if you drive your POV).

g. Sufficient funds to help defray expenses while on TDY.

h. Copy of any profiles/Over-40 clearance for PT/ or important medical documents. You cannot attend the ARC if you have a temporary profile.

i. Ten copies of your orders (DD Form 1610 or PCS w/TDY enroute if applicable).

9. Again, welcome and congratulations on your selection for this course. You will find USAREC both challenging and rewarding. As in any endeavor, what you get out of it depends largely upon what you put into it. Apply yourself diligently, make constructive use of your time, and you will succeed.

10. Point of contact for any questions is the Army Recruiter Course section, Strength Management Branch HQ, USAREC, DSN 536-0229 or commercial (502) 626-0229.

FOR THE DIRECTOR FOR PERSONNEL:

/S/

DOUGLAS D. ARMON

SFC, USA

NCOIC, Strength Management Branch



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FORT KNOX, KENTUCKY 40121-2726

RCRM-SFA (37-1)

MEMORANDUM FOR ARMY RECRUITER COURSE ATTENDEES

SUBJECT: Temporary Duty (TDY) Special Instructions

- 1. You will receive your TDY Orders from your Installation MILPO.**
- 2. Travel advances are no longer authorized; therefore you must have a Government Travel Card. Apply through your Unit Program Coordinator. Allow three weeks to receive a card in the mail.**
 - a. If you are unable to obtain a government travel card through your unit, applications will be available at the schoolhouse. You may also contact the staff Finance Office at DSN 536-1861 or (502) 626-1861 for assistance. Be sure to allow a minimum of 3 weeks lead time for the Staff Finance Officer to process a travel card application.**
 - b. Travel cards issued from USAREC have a limit of \$1200 per billing cycle while attending school. The card can be used to draw cash from Automatic Teller Machines (ATMs), however cash withdrawals are limited to \$200 per billing cycle.**
 - c. Meals will be provided at no cost to you Monday through Friday. You will be reimbursed from meals on Saturday, Sunday and holidays only.**
 - d. Billeting will be provided at no cost to you. HQ USAREC will pay for all students' billeting. Upon arrival at Fort Jackson, report to the Community Activities Center, Building 6510, on Strom Thurmond Boulevard for billeting assignment and sign in.**
- 3. Transportation:**
 - a. Travel by Air- HQ USAREC will procure airline transportation from your home station to Fort Jackson, South Carolina, and return, upon your request. If you choose to travel by air, you must call HQ USAREC travel office to make reservations and secure an airline ticket. The telephone numbers are DSN 536-0314 or commercial (502) 626-0314. Outside Kentucky, you may also call toll free, 1-800-223-3735, ext 6-0314. Fax a copy of your orders to DSN 536-0953.**

(1) Students, who travel by air as arranged by USAREC travel office, travel will not commence prior to 0600 hours on the day of scheduled departure. Reporting time will be NLT 1700 on the date specified on your TDY orders.

(2) Upon arrival at the Columbia METRO Airport, go to the Fort Jackson Welcome Desk, located next to baggage claim at the airport, to obtain transportation to Fort Jackson. The Welcome Desk is staffed only from 1700 until shortly after the arrival of the day's last flight. If you arrive while the desk is not staffed, you will find the telephone number of the taxi company providing service to Fort Jackson. The fare will be approximately \$25, which is reimbursable, but you need to bring sufficient cash with you to pay for the taxi.

(3) You must make departure arrangements from the ARC with the Fort Jackson travel office (not the airlines or other travel agents) to schedule a return flight. If for any reason you do not use your airline ticket, it is imperative that you return it to HQ USAREC, ATTN: RCASG-LSC-T (Patti Tobakos), Fort Knox, KY 40121.

b. Travel by Privately Owned Vehicle (POV)- If you elect to travel by POV (Para M2203 JTR) in lieu of commercial transportation, all travel time to and from the TDY station, in excess of travel time authorized by commercial means, is charged as leave. You will be reimbursed an amount not to exceed the price of the airline ticket (government rate). Finance will make this computation in conjunction with processing your TDY settlement voucher.

5. TDY Settlement Vouchers- You will be given instruction during class time for completing your settlement voucher, DD Form 1351-2. Mail your completed voucher(s) to the Indianapolis finance office. The address is DNO-IN, Dept 3700, 8899 E. 56th Street, Indianapolis, IN 46249-3700. DNO-IN is the only finance office authorized to make payments for your travel claims.

a. An interim voucher must be filed if your TDY is over 30 days. You are responsible for the prompt payment of the credit card bill. In order to expedite payment, you may direct the finance office to pay your travel card bill directly. If you do so, we recommend that you highlight the request on the voucher.

b. NOTE: Your lodging is paid for you and your meals are paid Monday through Friday. You are entitled to full per diem for meals on Saturdays, Sundays, and Holidays only (\$30 per day). Please be aware if you are reimbursed more than you are entitled, collection action will be taken by the finance office.

c. If you have any problems or questions concerning settlement, call 1-888-332-7366.

6. Point of contact at HQ USAREC is Teresa Finerson, DSN 536-0312 or commercial (502) 626-0312.



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RCPER-PM-S

SUBJECT: Assignment of Recruiters with Exceptional Family Members

- 1. HQ USAREC has revised the assignment procedures for soldiers with family members enrolled in the Exceptional Family Member Program (EFMP). Effective immediately, soldiers with exceptional family members either officially enrolled or pending enrollment in the EFMP must complete the enclosed Exceptional Family Member Worksheet (HQ USAREC Fm 1878-R) sign it and fax it to DSN 536-0920 or commercial (502) 626-0920. List your choice of assignments on the enclosed (HQ USAREC Form 1878-R) using the map provided.**
- 2. Compliance with these procedures will greatly enhance our efforts to accurately pinpoint your recruiting assignment and give us the opportunity to place you in a location that will suit your family member's needs. Although, you do not have to divulge details of the exceptional condition, we do need you to provide as much information as possible.**
- 3. Point of contact for this information is the undersigned or SPC Rogers at DSN 536-0255/0229/0244 or commercial (502) 626-0255/0229/0244.**

/S/

DOUGLAS D. ARMON
SFC, USA
NCOIC, Strength Management Branch

Exceptional Family Member Worksheet

(For use by soldiers who have an exceptional family member or are pending enrollment.)

PRIVACY ACT STATEMENT

Authority: Collection of this information is authorized by 10 U.S.Code, Sections 503 and 3013.

Principal Purpose: Proper assignment of soldiers based on information provided.

Routine Uses: To initiate the sponsorship of soldiers and their families.

Effects of Not Providing Information: Assignment will be made without consideration of personal preferences.

Complete worksheet and fax to HQ USAREC (ATTN: ARC) at DSN 536-0920 or commercial (502) 626-0920. Point of contact for this worksheet is PER-PM-S-ARC at DSN 536-0251 or commercial (502) 626-0251.

1. Rank/Last Name/First/MI:	2. SSN:	3. PMOS:
		4. CLASS #:
5. Current Unit of Assignment:	6. Work Telephone <i>(DSN and Commercial)</i> :	

7. Are you currently enrolled or pending enrollment into the Exceptional Family Member Program? Yes No

8. Briefly describe your family member's special needs:

9. Please fill in areas of preference *(ref enclosed USAREC map)*:

Rctg Bde:	Rctg Bde:	Rctg Bde:
Rctg Bn	Rctg Bn	Rctg Bn
a.	a.	a.
b.	b.	b.
c.	c.	c.

10. Signature:	11. Date:
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**DO NOT WRITE BEYOND THIS POINT
FOR USAREC USE ONLY**

1. Areas where EFMP soldier can be assigned:

2. Initials:	3. Date:
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